

Enhance Your Google Docs

Helpful features

When you are viewing docs and spreadsheets you can **hide the controls** and tools to give you a larger works space. Click View, then Hide controls. Press the esc key to get them back.

You can also choose to make your controls compact. This will hide the Google controls, however still show the editing tools. Click View, and then **Compact controls**. To bring all the controls back click View, and then compact controls to remove the checkmark.

You can use the **equation toolbar** in Docs to write mathematical equations. This gives you options to add symbols that are not available on a keyboard. To access the equation toolbar, click View, and then Equation toolbar. Use tab key to move through equations, add numbers or new symbols.

Google docs are identified as: private; anyone with a link; or public on the web.

- **Private:** Docs start out as private. When you first create a doc, you are the only person with access to it. From there, you can give access to other people.
- **Anyone with the link:** If you set your doc to "Anyone with the link," it's like an unlisted phone number. In the same way that anyone who knows an unlisted phone number can call it, anyone who knows the web address or URL of that doc can view it.
- **Public on the web** allows anyone the ability to find and access that particular doc on the web. For example, you could create a flyer for a concert, save it as a public doc, post a link to it on your blog. Public docs are automatically indexed by search engines like Google, so they may appear in search results as well.

The new look

- **Access viewable at a glance:** Visibility options for your docs now appear next to every doc title and in the docs list. You can easily

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see the full list of editors and viewers by clicking on the visibility option next to the doc's title or on the **Share** button

- **A cleaner, simpler interface:** We've removed the three tab interface and replaced it with one dialog that lets you see who has access, manage access and invite others.
- **Resettable doc URL:** For a doc set to anyone with a link, you can reset the doc's URL at anytime, which helps you better control who has access to your doc.
- **Bulk changes in the docs list:** You can now modify the sharing settings of multiple docs at a time by selecting multiple docs and selecting **Share > Sharing settings**.

(Reference: Posted by: Vikki Chou, Software Engineer)

Collections: Sharing and creating collections

Creating collections

Creating collections is a great way to organize your files.

To create a collection:

- First, select collection from the **Create new** drop-down menu.
- Enter a name for your collection and click **Ok**.

To add items to a collection you have several options:

- Drag and drop one or more items from the central pane in the Documents List to the appropriate collection.
- Select one or more items and use the **Actions** menu and select **Organize....** Check off the collections where you want to store your items and click **Apply**. (Select multiple items by pressing the Ctrl (PC) or Command (Mac) key and clicking the items.)
- When an individual item is selected you can click on Collections - Organize in the Details Pane to add or change the collection associated with it.

Once either of these steps is taken, your items will show up in the collection you selected. Note, also, that it's possible to assign a single file to multiple

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collections. You can see all your docs, regardless of the collection you put them in, by clicking on **All items**.

Sharing collections

Sharing collections is a great way to quickly share a variety of files with the same person or group. Just click **My collections** in the navigation pane on the left of your docs, select the collection you'd like to share, click **Share** from the drop-down menu, and select **Sharing settings...**

- At the bottom of the 'Sharing settings' window, under 'Add people,' type the email addresses of anyone you'd like to share the collection with. (For more information about the various sharing settings please visit our section about [sharing](#).)
- **Note:** When you share a collection, the new permissions are pushed to all collections and docs within the main collection. Normally this happens quickly, but occasionally, it could take a couple of minutes.

Here's an example of how access permissions work with shared collections:

- Say that I create a document and share it with Julian, and then add it to collection1. If I then share collection1 with Camille, the document will be shared with both Julian and Camille.

Collections others share with you will appear in the main pane of your Documents List. Only collections shared directly to your email will appear here. If a collection was shared with you through a mailing list, you will need to click the link in the email first.

(Reference: <http://docs.google.com/support/bin/answer.py?answer=158074&hl=en>)

Sharing collection permissions FAQs

What's the difference between giving someone edit rights or view rights?

Someone with edit rights can add documents to the collection. They can also *remove items* from the collection. Users with view rights can only access the documents already included in the collection. Remember, the sharing settings also transfer to the items in the collection. You can review this article about [owners, editors and viewers](#) for more details.

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If I share a collection with a mailing list, or set it to public will the collection automatically appear in other people's Documents List?

No, people in the group and those within your domain need to click the URL in the invitation you send for the shared collection to appear in their Documents List. When you set a collection to Public, everyone gets permission to access the collection. However, the collection appears in people's Documents List only after they've opened it by clicking a link sent via invite, email, or chat.

Gadgets in spreadsheets

A spreadsheet Gadget is a small program that interacts with the content of a spreadsheet. It is visually instantiated either within the spreadsheet itself or on another web page that supports Google Gadgets, such as iGoogle.

Spreadsheets gadgets can:

- Add specific features to a spreadsheet
- Combine spreadsheets data with web content
- Visualize spreadsheet data in unique ways
- Present information from a spreadsheet on other web pages

To see where spreadsheet gadgets are accessed within the Google Docs product, log in to [Google Docs](#) and do the following:

- Open a new spreadsheet
- Click the Chart Icon or the "Insert" menu
- Select "Gadget..." to see the list of available public gadgets.

(Reference: <http://docs.google.com/support/bin/answer.py?hl=en&answer=96978>)

Working with comments in Docs

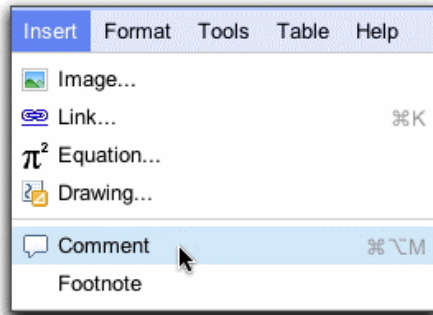
Comments are a handy way of adding notes to your regular document text and are visible to viewers and collaborators. These can be invaluable for

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communicating with collaborators about specific parts of the document, as well as making notes about changes you've made or would like to make.

To add a comment to your document, follow these instructions:

- Place your cursor where you'd like your comment to appear.
- Click the **Insert** drop-down menu.
- Select the **Comment** icon.



- You can also use the keyboard shortcut Ctrl+Alt+ M (Cmd+Option+M for Mac) to insert a comment.
- Type your comment in the box that appears to the right of the document. Your username appears by default in the comment.

Working with comments:

- **Replying:** You can reply to a collaborator's comment by clicking the reply arrow at the top right of that comment.
- **Minimizing:** If you press the 'X' at the top right of a comment window, you can minimize the comment. To re-open the comment, place your cursor on the relevant highlighted text in the document.
- **Deleting:** To delete a comment, simply click the trash icon in the comment box.



When you publish your document as a webpage or print it, the comments will disappear.

(Reference: <http://docs.google.com/support/bin/answer.py?hl=en&answer=52527>)